FORM NLRB-501 (3-21)

UNITED STATES OF AMERICA NATIONAL LABOR RELATIONS BOARD

CHARGE AGAINST EMPLOYER

^{Case} 20-CA-285262

DO NOT WRITE IN THIS SPACE

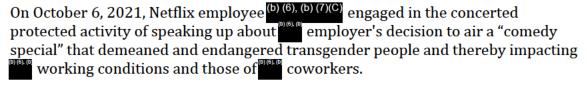
Date Filed 10/27/2021

INSTRUCTIONS:		10/2//2021	
File an original with NLRB Regional Director for the region in v	which the alleged unfair labor practice occurred or is oc	curring.	
1. EMPLO	OYER AGAINST WHOM CHARGE IS BROUGHT		
a. Name of Employer Netflix, Inc.		b. Tel. No. 408.540.3700	
		c. Cell No.	
		f. Fax. No.	
d. Address (Street, city, state, and ZIP code) 100 Winchester Circle Los Gatos, CA. 95032	e Employer Representative (b) (6), (b) (7)(C)	g. e-mail	
		h. Number of workers employed 9,000	
i. Type of Establishment (factory, mine, wholesaler, etc.) Entertainment	j. Identify principal product or service Entertainment		
The above-named employer has engaged in and is engag	ing in unfair labor practices within the meaning of se	ction 8(a), subsections (1) and	
(list subsections)	of the National Lab	oor Relations Act, and these unfair labor	
practices are practices affecting commerce within the mea	ning of the Act, or these unfair labor practices are pr	actices affecting commerce within the	
meaning of the Act and the Postal Reorganization Act.			
2. Basis of the Charge (set forth a clear and concise state)	ment of the facts constituting the alleged unfair labor	practices)	
3. Full name of party filing charge (if labor organization, given Laurie M. Burgess, attorney	ve full name, including local name and number)		
4a. Address (Street and number, city, state, and ZIP code,)	4b. Tel. No.	
Burgess Law Offices 498 Utah Street San Francisco, CA 94110	4c. Cell No. 312-320-1718		
		4d. Fax No.	
		4e. e-mail lburgess@burgess-laborlaw.com	
5. Full name of national or international labor organization $N/A \begin{tabular}{l} \hline \end{tabular}$	of which it is an affiliate or constituent unit (to be fille	d in when charge is filed by a labor organization)	
6. DECLA I declare that I have read the above	Tel. No. 312-320-1718		
Lawy Mare true to the best of m	Office, if any, Cell No.		
(signature of representative of person making charge)	(Print/type name and title or office, if any)	Fax No.	
Address 498 Utah Street, San Francisco CA 94110	Date 10/27.2021	e-mail lburgess@burgess-laborlaw.com	

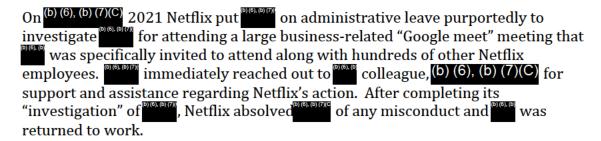
WILLFUL FALSE STATEMENTS ON THIS CHARGE CAN BE PUNISHED BY FINE AND IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001)
PRIVACY ACT STATEMENT

Solicitation of the information on this form is authorized by the National Labor Relations Act (NLRA), 29 U.S.C. § 151 *et seq.* The principal use of the information is to assist the National Labor Relations Board (NLRB) in processing unfair labor practice and related proceedings or litigation. The routine uses for the information are fully set forth in the Federal Register, 71 Fed. Reg. 74942-43 (Dec. 13, 2006). The NLRB will further explain these uses upon request. Disclosure of this information to the NLRB is voluntary; however, failure to supply the information may cause the NLRB to decline to invoke its processes.

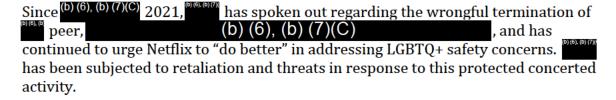
STATEMENT OF CHARGE



In response to statement, on October 8, 2021, Netflix (b) (6), (b) (7)(C) publicly affirmed Netflix's decision to air the "special."



On (b) (6), (b) (7)(C), 2021, (b) (6), (b) (7)(C) announced that organized a "walkout "to be held on October 20, 2021 to protest Netflix's actions. Hours later, Netflix terminated (b) (6), (b) (7)(C) employment based upon false and pretextual reasons.



Netflix engaged in the above activity to quell employees from speaking up about working conditions including, but not limited to, seeking to create a safe and affirming work environment for Netflix employees, speaking up about Netflix's products and the impact of its product choices on the LGBTQ+ community, and providing support for employees whom Netflix has treated in an unlawful and disparate manner.



UNITED STATES GOVERNMENT NATIONAL LABOR RELATIONS BOARD



Agency Website: www.nlrb.gov Telephone: (415)356-5130 Fax: (415)356-5156 Download NLRB Mobile App

October 28, 2021

(b) (6), (b) (7)(C)

901 Market Street, Suite 400

San Francisco, CA 94103-1738

REGION 20

Netflix, Inc. 100 Winchester Circle Los Gatos CA 95032

Re: Netflix, Inc.

Case 20-CA-285262

Dear (b) (6), (b) (7)(C)

Enclosed is a copy of a charge that has been filed in this case. This letter tells you how to contact the Board agent who will be investigating the charge, explains your right to be represented, discusses presenting your evidence, and provides a brief explanation of our procedures, including how to submit documents to the NLRB.

<u>Investigator</u>: This charge is being investigated by Field Examiner SAMUEL J. HOFFMANN whose telephone number is (628)221-8855. If this Board agent is not available, you may contact Supervisory Field Examiner OLIVIA VARGAS whose telephone number is (628)221-8876.

Right to Representation: You have the right to be represented by an attorney or other representative in any proceeding before us. If you choose to be represented, your representative must notify us in writing of this fact as soon as possible by completing *Form NLRB-4701*, *Notice of Appearance*. This form is available on our website, www.nlrb.gov, or from an NLRB office upon your request.

If you are contacted by someone about representing you in this case, please be assured that no organization or person seeking your business has any "inside knowledge" or favored relationship with the National Labor Relations Board. Their knowledge regarding this proceeding was only obtained through access to information that must be made available to any member of the public under the Freedom of Information Act.

<u>Presentation of Your Evidence</u>: We seek prompt resolutions of labor disputes. Therefore, I urge you or your representative to submit a complete written account of the facts and a statement of your position with respect to the allegations set forth in the charge as soon as possible. If the Board agent later asks for more evidence, I strongly urge you or your representative to cooperate fully by promptly presenting all evidence relevant to the investigation. In this way, the case can be fully investigated more quickly.

Full and complete cooperation includes providing witnesses to give sworn affidavits to a Board agent, and providing all relevant documentary evidence requested by the Board

Netflix, Inc. Case 20-CA-285262

agent. Sending us your written account of the facts and a statement of your position is not enough to be considered full and complete cooperation. A refusal to fully cooperate during the investigation might cause a case to be litigated unnecessarily.

In addition, either you or your representative must complete the enclosed Commerce Questionnaire to enable us to determine whether the NLRB has jurisdiction over this dispute. If you recently submitted this information in another case, or if you need assistance completing the form, please contact the Board agent.

We will not honor requests to limit our use of position statements or evidence. Specifically, any material you submit may be introduced as evidence at a hearing before an administrative law judge regardless of claims of confidentiality. However, certain evidence produced at a hearing may be protected from public disclosure by demonstrated claims of confidentiality.

Further, the Freedom of Information Act may require that we disclose position statements or evidence in closed cases upon request, unless an exemption applies, such as those protecting confidential financial information or personal privacy interests.

<u>Preservation of all Potential Evidence:</u> Please be mindful of your obligation to preserve all relevant documents and electronically stored information (ESI) in this case, and to take all steps necessary to avoid the inadvertent loss of information in your possession, custody or control. Relevant information includes, but is not limited to, paper documents and all ESI (e.g. SMS text messages, electronic documents, emails, and any data created by proprietary software tools) related to the above-captioned case.

<u>Prohibition on Recording Affidavit Interviews:</u> It is the policy of the General Counsel to prohibit affiants from recording the interview conducted by Board agents when subscribing Agency affidavits. Such recordings may impede the Agency's ability to safeguard the confidentiality of the affidavit itself, protect the privacy of the affiant and potentially compromise the integrity of the Region's investigation.

<u>Correspondence:</u> All documents submitted to the Region regarding your case MUST be filed through the Agency's website, <u>www.nlrb.gov</u>. This includes all formal pleadings, briefs, as well as affidavits, documentary evidence, and position statements. The Agency requests all evidence submitted electronically to be in the form it is normally used and maintained in the course of business (i.e., native format). Where evidence submitted electronically is not in native format, it should be submitted in a manner that retains the essential functionality of the native format (i.e., in a machine-readable and searchable electronic format).

If you have questions about the submission of evidence or expect to deliver a large quantity of electronic records, please promptly contact the Board agent investigating the charge. If you cannot e-file your documents, you must provide a statement explaining why you do not have access to the means for filing electronically or why filing electronically would impose an undue burden.

In addition, this Region will be issuing case-related correspondence and documents, including complaints, compliance specifications, dismissal letters, deferral letters, and withdrawal letters, electronically to the email address you provide. Please ensure that you receive important case-related correspondence, please ensure that the Board Agent assigned to your case has your preferred email address. These steps will ensure that you receive correspondence faster and at a significantly lower cost to the taxpayer. If there is some reason you are unable to receive correspondence via email, please contact the agent assigned to your case to discuss the circumstances that prevent you from using email.

Information about the Agency, the procedures we follow in unfair labor practice cases and our customer service standards is available on our website, www.nlrb.gov or from an NLRB office upon your request. NLRB Form 4541, Investigative Procedures offers information that is helpful to parties involved in an investigation of an unfair labor practice charge.

We can provide assistance for persons with limited English proficiency or disability. Please let us know if you or any of your witnesses would like such assistance.

Very truly yours,

JILL H. COFFMAN Regional Director

Coffman

Enclosures:

- 1. Copy of Charge
- 2. Commerce Questionnaire

	FORM NLRB-5081 NATIONAL LABOR RELATIONS BOARD							
	QUESTIONNAIRE ON COMMERCE INFORMATION							
Plea	ase read carefully, answer all applicable items, and re	turn to the NLRB Office. If addi	tional space is required, please add a	a page and i	dentify item number.			
_	SE NAME		,		NUMBER			
				20-CA	-285262			
1.	EXACT LEGAL TITLE OF ENTITY (As filed w	vith State and/or stated in leg	al documents forming entity)					
2.	TYPE OF ENTITY							
[]	CORPORATION [] LLC [] LLP [] PARTNERSHIP [] SO	LE PROPRIETORSHIP [] O	THER (Spe	ecify)			
3.	IF A CORPORATION or LLC							
	STATE OF INCORPORATION	B. NAME, ADDRESS, AN	D RELATIONSHIP (e.g. parent, su	ıbsidiary) (OF ALL RELATED EN	NTITIES		
(OR FORMATION							
4.	IF AN LLC OR ANY TYPE OF PARTNERSHI	P, FULL NAME AND ADDI	RESS OF ALL MEMBERS OR P.	ARTNERS	S			
-	TE A COLE BRODDIFTORGIUD FULL MANE	AND ADDRESS OF BROD	DIETOD					
Э.	IF A SOLE PROPRIETORSHIP, FULL NAME	AND ADDRESS OF PROP	KIETOK					
	DRIFFI V DESCRIPE THE NATION OF VOL	ID ODED ATIONS (D			<i>C D</i>			
0.	BRIEFLY DESCRIBE THE NATURE OF YOU	R OPERATIONS (Products	handled or manufactured, or nature	e of services	s performed).			
7A.	PRINCIPAL LOCATION:	7B. BRAN	CH LOCATIONS:					
0	ATTACHED OF BEODIE BRECENTER VENERAL	VED						
8.	NUMBER OF PEOPLE PRESENTLY EMPLO	YED						
	A. TOTAL:		VOLVED IN THIS MATTER:					
9.	A. TOTAL: DURING THE MOST RECENT (Check the app			SCAL YE.) NO		
	DURING THE MOST RECENT (Check the app	ropriate box): [] CALENDA	AR []12 MONTHS or []FI		AR (FYDATESYES	NO NO		
Α.	Did you provide services valued in excess of \$50,0	ropriate box): [] CALEND:	AR [] 12 MONTHS or [] FI	l value.		NO NO		
Α.	Did you provide services valued in excess of \$50,0 \$	ropriate box): [] CALEND: Output Ou	AR [] 12 MONTHS or [] FI de your State? If no, indicate actual o customers in your State who purc	l value.) NO		
Α.	Did you provide services valued in excess of \$50,0 \$	ropriate box): [] CALEND: Output Ou	AR [] 12 MONTHS or [] FI de your State? If no, indicate actual o customers in your State who purc	l value.		NO NO		
A. B.	Did you provide services valued in excess of \$50,0 \$ If you answered no to 9A, did you provide service	ropriate box): [] CALENDE 000 directly to customers outsi s valued in excess of \$50,000 to tiside your State? If no, indica	de your State? If no, indicate actual o customers in your State who purce the value of any such services you	l value. hased u		NO NO		
A. B.	Did you provide services valued in excess of \$50,0 \$	ropriate box): [] CALENDE 000 directly to customers outsi s valued in excess of \$50,000 to tiside your State? If no, indical services valued in excess of \$	de your State? If no, indicate actual or customers in your State who purce the value of any such services you 50,000 to public utilities, transit sys	l value. chased u		NO NO		
A. B.	DURING THE MOST RECENT (Check the app Did you provide services valued in excess of \$50,0 \$	propriate box): [] CALENDE COORDINATE CONTROL	de your State? If no, indicate actual o customers in your State who purce the value of any such services you 50,000 to public utilities, transit system actual collection of the public utilities, transit system actual collection of the public utilities.	l value. chased u stems, oncems?		NO NO		
A. B.	Did you provide services valued in excess of \$50,0 \$	propriate box): [] CALENDE COORDINATE CONTROL	de your State? If no, indicate actual o customers in your State who purce the value of any such services you 50,000 to public utilities, transit system.	l value. chased u stems, oncems?		NO NO		
A. B. C.	DURING THE MOST RECENT (Check the app Did you provide services valued in excess of \$50,0 \$	propriate box): [] CALEND: O00 directly to customers outsi s valued in excess of \$50,000 to train the services valued in excess of \$ tations, commercial buildings, eactly to customers located outsi	de your State? If no, indicate actual o customers in your State who purche the value of any such services you so to public utilities, transit system educational institutions, or retail could be your State? If less than \$50,000	l value. chased u ttems, oncems?		NO NO		
A. B. C.	Did you provide services valued in excess of \$50,0 \$	propriate box): [] CALEND: O00 directly to customers outsi s valued in excess of \$50,000 straide your State? If no, indicates services valued in excess of \$ tations, commercial buildings, ectly to customers located outsi d in excess of \$50,000 directly	de your State? If no, indicate actual o customers in your State who purche the value of any such services you state value of any such services you do not public utilities, transit system educational institutions, or retail could your State? If less than \$50,000 to customers located inside your State.	l value. thased u ttems, oncems? , indicate		NO NO		
A. B. C.	Did you provide services valued in excess of \$50,0 \$ If you answered no to 9A, did you provide service goods valued in excess of \$50,000 from directly ou provided. \$ If you answered no to 9A and 9B, did you provide newspapers, health care institutions, broadcasting so If less than \$50,000, indicate amount. \$ Did you sell goods valued in excess of \$50,000 directly output the purchased other goods valued in excess of \$50,000 \$	ropriate box): [] CALEND: O00 directly to customers outsi s valued in excess of \$50,000 tiside your State? If no, indicates services valued in excess of \$ tations, commercial buildings, ectly to customers located outside in excess of \$50,000 directly from directly outside your States.	de your State? If no, indicate actual to customers in your State who purche the value of any such services you state value of any such services you educational institutions, or retail could be your State? If less than \$50,000 to customers located inside your State? If less than \$50,000, indicate a state of the your State? If less than \$50,000, indicate a state of the your State? If less than \$50,000, indicate a state of the your State? If less than \$50,000, indicate a state of the your State?	l value. thased u ttems, oncems? , indicate tate who mount.		NO NO		
A. B. C.	Did you provide services valued in excess of \$50,0 \$	ropriate box): [] CALEND: O00 directly to customers outsi s valued in excess of \$50,000 tiside your State? If no, indicates services valued in excess of \$ tations, commercial buildings, ectly to customers located outside in excess of \$50,000 directly from directly outside your States.	de your State? If no, indicate actual to customers in your State who purche the value of any such services you state value of any such services you educational institutions, or retail could be your State? If less than \$50,000 to customers located inside your State? If less than \$50,000, indicate a state of the your State? If less than \$50,000, indicate a state of the your State? If less than \$50,000, indicate a state of the your State? If less than \$50,000, indicate a state of the your State?	l value. thased u ttems, oncems? , indicate tate who mount.		NO NO		
A. B. C. D. F.	Did you provide services valued in excess of \$50,0 \$	propriate box): [] CALEND: O00 directly to customers outsi s valued in excess of \$50,000 this de your State? If no, indicates services valued in excess of \$ tations, commercial buildings, ectly to customers located outsi d in excess of \$50,000 directly from directly outside your States cess of \$50,000 from directly of	de your State? If no, indicate actual to customers in your State who purche the value of any such services you state value of any such services you state value of any such services you state? If less than \$50,000 to customers located inside your State? If less than \$50,000, indicate a putside your State?	l value. thased u tems, oncems? , indicate tate who mount.		NO		
A. B. C. D. F.	Did you provide services valued in excess of \$50,0 \$	ropriate box): [] CALENDE 000 directly to customers outsi s valued in excess of \$50,000 titside your State? If no, indicates services valued in excess of \$ tations, commercial buildings, ectly to customers located outsi d in excess of \$50,000 directly from directly outside your States cess of \$50,000 from directly of cess of \$50,000 from enterprise dicate amount. \$	de your State? If no, indicate actual to customers in your State who purche the value of any such services you state value of any such services you state. If less than \$50,000 to customers located inside your State? If less than \$50,000, indicate a state of the your State of the yo	l value. thased u ttems, oncems? , indicate tate who mount.		NO NO		
A. B. C. D. F.	Did you provide services valued in excess of \$50,0 \$	ropriate box): [] CALENDE 000 directly to customers outsi s valued in excess of \$50,000 titside your State? If no, indicates services valued in excess of \$ tations, commercial buildings, ectly to customers located outsi d in excess of \$50,000 directly from directly outside your States cess of \$50,000 from directly of cess of \$50,000 from enterprise dicate amount. \$ Services (Check the largest and	de your State? If no, indicate actual to customers in your State who purche the value of any such services you state value of any such services you state. If less than \$50,000 to customers located inside your State? If less than \$50,000, indicate a state of the your State?	l value. thased u ttems, oncems? , indicate tate who mount.		NO		
A. B. C. D. F.	Did you provide services valued in excess of \$50,0 \$	propriate box): [] CALENDE CONTROL CO	de your State? If no, indicate actual to customers in your State who purche the value of any such services you state value of any such services you state. If less than \$50,000 to customers located inside your State? If less than \$50,000, indicate a state of the your State?	l value. thased u ttems, oncems? , indicate tate who mount.		NO		
A. B. C. D. F. G.	Did you provide services valued in excess of \$50,0 \$	propriate box): [] CALENDE CONTROL OF CONTR	de your State? If no, indicate actual to customers in your State who pure the the value of any such services you state who public utilities, transit system educational institutions, or retail could be your State? If less than \$50,000 to customers located inside your State? If less than \$50,000, indicate a sutside your State? If less than \$50,000, indicate a sutside your State? If less than \$50,000, indicate a sutside your State? If less than \$50,000, indicate a sutside your State? If less than \$50,000, indicate amount.	l value. chased u ttems, oncems? , indicate tate who mount. ,000,	YES			
A. B. C. D. F. G.	Did you provide services valued in excess of \$50,0 \$ If you answered no to 9A, did you provide service goods valued in excess of \$50,000 from directly our provided. \$ If you answered no to 9A and 9B, did you provide newspapers, health care institutions, broadcasting so If less than \$50,000, indicate amount. \$ Did you sell goods valued in excess of \$50,000 directly our provided. \$ If you answered no to 9D, did you sell goods valued purchased other goods valued in excess of \$50,000 \$ Did you purchase and receive goods valued in excendicate amount. \$ Did you purchase and receive goods valued in expoints outside your State? If less than \$50,000, in Gross Revenues from all sales or performance of [] \$100,000 [] \$250,000 [] \$500,000 Did you begin operations within the last 12 mo	propriate box): [] CALENDE CONTINUE CO	de your State? If no, indicate actual to customers in your State who pure the the value of any such services you state who public utilities, transit system educational institutions, or retail could be your State? If less than \$50,000 to customers located inside your State? If less than \$50,000, indicate a sutside your State? If less than \$50,000, indicate a sutside your State? If less than \$50,000, indicate a sutside your State? If less than \$50,000, indicate a sutside your State? If less than \$50,000, indicate amount.	l value. chased u ttems, oncems? , indicate tate who mount. ,000,	YES			
A. B. C. D. F. G. H. 10.	Did you provide services valued in excess of \$50,0 \$	propriate box): [] CALENDE CONTROL OF CONTR	de your State? If no, indicate actual or customers in your State who purce the value of any such services you set under the value of any such services you ide your State? If less than \$50,000 to customers located inside your State? If less than \$50,000, indicate a sutside your State? If less than \$50 es who received the goods directly for the product of the produc	l value. chased u ttems, oncems? , indicate tate who mount. ,000, from	YES			

12. AUTHORIZED REPRESENTATIVE COMPLETING THIS QUESTIONNAIRE NAME AND TITLE (Type or Print) SIGNATURE

NAME AND TITLE (Type or Print) SIGNATURE E-MAIL ADDRESS DATE

PRIVACY ACT STATEMENT

Solicitation of the information on this form is authorized by the National Labor Relations Act (NLRA), 29 U.S.C. § 151 et seq. The principal use of the information is to assist the National Labor Relations Board (NLRB) in processing representation and/or unfair labor practice proceedings and related proceedings or litigation. The routine uses for the information are fully set forth in the Federal Register, 71 Fed. Reg. 74942-43 (Dec. 13, 2006). The NLRB will further explain these uses upon request. Disclosure of this information to the NLRB is voluntary. However, failure to supply the information may cause the NLRB to refuse to process any further a representation or unfair labor practice case, or may cause the NLRB to issue you a subpoena and seek enforcement of the subpoena in federal court.

UNITED STATES OF AMERICA

BEFORE THE NATIONAL LABOR RELATIONS BOARD

NETFLIX, INC.	
Charged Party	
and	Case 20-CA-285262
LAURIE M. BURGESS	
Charging Party	
AFFIDAVIT OF SERVICE OF CHARGE AGAI	INST EMPLOYER
I, the undersigned employee of the National Labor F October 28, 2021, I served the above-entitled docum following persons, addressed to them at the following	nent(s) by post-paid regular mail upon the
(b) (6), (b) (7)(C) Netflix, Inc. 100 Winchester Circle Los Gatos CA 95032	
October 28, 2021	Caroline Barker, Designated Agent of NLRB
Date	Name
	/s/ Caroline Barker
	Signature



UNITED STATES GOVERNMENT NATIONAL LABOR RELATIONS BOARD



REGION 20 901 Market Street, Suite 400 San Francisco, CA 94103-1738 Agency Website: www.nlrb.gov Telephone: (415)356-5130 Fax: (415)356-5156 Download NLRB Mobile App

October 28, 2021

Laurie M. Burgess, Counsel Burgess Law Offices PC 498 Utah Street San Francisco CA 94110

Re: Netflix, Inc.

Case 20-CA-285262

Dear Ms. Burgess:

The charge that you filed in this case on October 27, 2021 has been docketed as case number 20-CA-285262. This letter tells you how to contact the Board agent who will be investigating the charge, explains your right to be represented, discusses presenting your evidence, and provides a brief explanation of our procedures, including how to submit documents to the NLRB.

<u>Investigator</u>: This charge is being investigated by Field Examiner SAMUEL J. HOFFMANN whose telephone number is (628)221-8855. If this Board agent is not available, you may contact Supervisory Field Examiner OLIVIA VARGAS whose telephone number is (628)221-8876.

Right to Representation: You have the right to be represented by an attorney or other representative in any proceeding before us. If you choose to be represented, your representative must notify us in writing of this fact as soon as possible by completing *Form NLRB-4701*, *Notice of Appearance*. This form is available on our website, www.nlrb.gov, or from an NLRB office upon your request.

If you are contacted by someone about representing you in this case, please be assured that no organization or person seeking your business has any "inside knowledge" or favored relationship with the National Labor Relations Board. Their knowledge regarding this proceeding was only obtained through access to information that must be made available to any member of the public under the Freedom of Information Act.

<u>Presentation of Your Evidence</u>: As the party who filed the charge in this case, it is your responsibility to meet with the Board agent to provide a sworn affidavit, or provide other witnesses to provide sworn affidavits, and to provide relevant documents within your possession. Because we seek to resolve labor disputes promptly, you should be ready to promptly present your affidavit(s) and other evidence. If you have not yet scheduled a date and time for the Board agent to take your affidavit, please contact the Board agent to schedule the affidavit(s). If you fail to cooperate in promptly presenting your evidence, your charge may be dismissed without investigation.

<u>Preservation of all Potential Evidence:</u> Please be mindful of your obligation to preserve all relevant documents and electronically stored information (ESI) in this case, and to take all steps necessary to avoid the inadvertent loss of information in your possession, custody or control. Relevant information includes, but is not limited to, paper documents and all ESI (e.g. SMS text messages, electronic documents, emails, and any data created by proprietary software tools) related to the above-captioned case.

<u>Prohibition on Recording Affidavit Interviews:</u> It is the policy of the General Counsel to prohibit affiants from recording the interview conducted by Board agents when subscribing Agency affidavits. Such recordings may impede the Agency's ability to safeguard the confidentiality of the affidavit itself, protect the privacy of the affiant and potentially compromise the integrity of the Region's investigation.

<u>Correspondence</u>: All documents submitted to the Region regarding your case MUST be filed through the Agency's website, <u>www.nlrb.gov</u>. This includes all formal pleadings, briefs, as well as affidavits, documentary evidence, and position statements. The Agency requests all evidence submitted electronically to be in the form it is normally used and maintained in the course of business (i.e., native format). Where evidence submitted electronically is not in native format, it should be submitted in a manner that retains the essential functionality of the native format (i.e., in a machine-readable and searchable electronic format).

If you have questions about the submission of evidence or expect to deliver a large quantity of electronic records, please promptly contact the Board agent investigating the charge. If you cannot e-file your documents, you must provide a statement explaining why you do not have access to the means for filing electronically or why filing electronically would impose an undue burden.

In addition, this Region will be issuing case-related correspondence and documents, including complaints, compliance specifications, dismissal letters, deferral letters, and withdrawal letters, electronically to the email address you provide. Please ensure that you receive important case-related correspondence, please ensure that the Board Agent assigned to your case has your preferred email address. These steps will ensure that you receive correspondence faster and at a significantly lower cost to the taxpayer. If there is some reason you are unable to receive correspondence via email, please contact the agent assigned to your case to discuss the circumstances that prevent you from using email.

Information about the Agency, the procedures we follow in unfair labor practice cases and our customer service standards is available on our website, www.nlrb.gov or from an NLRB office upon your request. NLRB Form 4541, Investigative Procedures offers information that is helpful to parties involved in an investigation of an unfair labor practice charge.

We can provide assistance for persons with limited English proficiency or disability. Please let us know if you or any of your witnesses would like such assistance.

Very truly yours,

JILL H. COFFMAN Regional Director

Ju H. Coffman